

# PRE-INSPECTION ADDENDUM

## For Class 3 Structures (1 & 2 Family Dwellings)

Listed below are items that will be checked for code compliance when a rental inspection is performed by the City's Department of Housing & Neighborhood Development. This list focuses on basic minimum code requirements for one and two unit dwellings. A pre-inspection by the owner, manager, or maintenance personnel using this as a checklist may identify and help you eliminate potential violations prior to your City inspection. The Bloomington Property Maintenance Code, adopted under Title 16 of the Bloomington Municipal Code is available at the Housing & Neighborhood Development office which is located in Showers City Hall, 401 N. Morton Street.

**Structural & Premise Elements:** The structure shall be designed, constructed and maintained to safely support all intended and imposed loads, without exceeding allowable material and connection stress. The finish grade shall drain surface water away from the structure.

**General Conditions:** The premises shall be maintained in a sanitary condition with no excessive accumulation of trash, rubbish or debris, and shall be free of rodent or insect infestations. Wall, ceiling and floor coverings shall be maintained in good condition, free of hazards and deteriorating materials. Bathroom and kitchen floors shall be constructed and maintained to be substantially impervious to water.

**Fire Extinguisher and Smoke Detectors:** A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress. The securing mechanism must be no more than 5 feet above the floor. Alternately, one 2A 20BC classification fire extinguisher is allowed on the exterior of the structure on each floor level within 75' of each unit threshold. All fire extinguishers must be visually inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydrotested every 12 years. Plastic head extinguishers must be replaced every 12 years.

Smoke detectors must be installed: (1) outside each sleeping room, within 15 feet of the door; (2) on the ceiling at least four inches from the wall, or on the wall between 6 and 12 inches from the ceiling; (3) on each additional story of the dwelling, including basements, cellars and habitable attics. Smoke detectors in newly constructed structures shall be hard-wired, inter-connected, and placed in accordance with all applicable code(s).

**Stairs and Stairwells:** Staircases consisting of 3 or more risers shall have a handrail installed between 30 and 34 inches as measured from the nose of the treads. Stairwell landings, 30" inches or more above the floor below, shall have a guardrail 36" inches in height, with intermediate members spaced not more than 4" inches apart as measured in any direction.

**Bathrooms:** Bathrooms shall have either a mechanical ventilation fan, which terminates to the exterior of the structure, or a window which opens directly to the exterior. Each bathroom shall have at least one electric light fixture and one electric receptacle.

### **Windows & Doors:**

**Light Requirements:** The minimum total window area in each habitable room shall be equal to at least 8% of the floor area in such room. All required openable windows shall be provided with insect screens, May 15 - Oct. 15.

**Ventilation Requirements:** The total openable window area in each habitable room shall be equal to at least 50% of the minimum window area required for light in such room.

**Operational Requirements:** All required openable windows shall be capable of remaining open on their own hardware. First floor, basement, and accessible upper story windows shall be capable of being locked. Windows and doors shall be maintained in a safe, weather-tight, and operational condition, with all glazing secure. Exit doors shall be openable from the inside without the use of a key.

**Bedroom Egress Requirements:** Each bedroom shall have approved egress to the exterior of the structure. Bedrooms shall not be used as the only means of access to other bedrooms, bathrooms, or other habitable spaces.

**Mechanical Equipment and Systems:** Heating equipment and water heaters; duct, flue and vent systems; piping, connections and valves; appliances and appurtenances shall be installed and maintained in accordance with manufacturer's instructions and code requirements for location, combustion air, clearance distances, and accessibility. Furnaces shall be properly cleaned and maintained, and fitted with clean air filters. Each habitable room shall be capable of maintaining a constant minimum temperature of 65F degrees between October 15 and May 15.

An accessible, approved shutoff valve shall be installed in the fuel-gas piping outside of each appliance and ahead of the union connection thereto in addition to any valve provided on the appliance. Such valve shall be within 6 feet of the appliance (4 feet for fireplace outlets) and in the same room or space where the appliance is located.

Water heater temperature/pressure (TPR) valve discharge tubes:

- shall not be reduced in size from the valve outlet
- shall be rigid galvanized, rigid copper, or any CPVC pipe
- shall not have a threaded discharge end
- shall drain by gravity
- shall extend to within 6" of the floor
- shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break

**Electrical Systems:** Access to the main disconnect must be provided to the occupant(s) at all times. Circuits shall have correct fuse or breaker size; service to panels shall be adequately sized, with labeled directory. Receptacles, switches, fixtures and junction boxes shall be securely mounted, cover plated, and correctly wired.

Existing rooms shall have a minimum of 2 electrical receptacles, one of which may be a switched ceiling or wall type light fixture. Kitchens shall have 3 remote receptacles, one of which may be a switched light fixture as per above; bathrooms and laundry rooms, shall have one electric receptacle and one separate light fixture.

**Unfinished Basements, crawl spaces, storage areas and accessory structures:** These areas shall be reasonably free of excessive dampness, and free of stored combustibles, trash or refuse.

**Plumbing:** Drainage Waste & Vent\Water Service & Distribution: Piping, connections, fittings, valves, fixtures, appliances and appurtenances shall conform to code. Sewer systems include fixture traps, vents and clean-outs, conveying wastes to the public sewer or private septic system. Water distribution systems include back-flow and freeze protection. Sump pumps shall not discharge into the sanitary sewer, and must discharge to the exterior of a structure, unless used as a lift station for grey water from a washing machine or laundry basin.

### **EXTERIOR**

Roofs shall be structurally sound and free from leaks. Gutters shall be secure and shall carry water away from the foundation of the structure. Masonry works shall be structurally sound, and securely tuck-pointed. Foundations shall have no openings, which may admit rodents, moisture, or excessive intrusion of air. Porches, steps, handrails, guardrails and landings shall be in sound condition.

Each structure shall have a permanent identifying address number, with minimum 3" letters that are visible from the street.

Each dwelling unit shall have an adequate number of trash containers with tight fitting covers.